

### **Memorandum of Understanding**

The parties to this Memorandum of Understanding (MOU) are the National Federation of Federal Employees, Local 1998 (NFFE) and the Department of State, Bureau of Consular Affairs, Passport Services (PPT). The parties have exchanged proposals on a pending update of 7 FAM 1350. This agreement settles all outstanding issues related to this matter.

- 1) The Agency will ensure that training is provided to passport specialists on the following topics covered in 7 FAM 1350:
  - Court Orders
  - How to use the Manual of the Judge Advocate General
  - Voidable Marriages

The training will be developed nationally and will be given to Passport Specialists within 6 months of the publication of this revision of 7 FAM 1350. The union will be given the opportunity to comment on the training module before training occurs.

- 2) The Agency will provide a direct link to the Manual of the Judge Advocate General in 7 FAM 1350.
- 3) The Agency will define “emergency travel” and “urgent travel” in 7 FAM 1310. The union will have an opportunity to comment on the draft of 7 FAM 1310 before the end of 2015.
- 4) The Agency will clarify 7 FAM 1350 to make clear that Passport Specialists are not expected to directly obtain “advisory opinions” from PPT/S/A, PPT/S/L, or CA/OCS on applications for minors. If the agency changes this policy, it will notify the union and bargain if appropriate.


- 5) The Agency will clarify 7 FAM 1350 to clearly state which original custody and/or in loco parentis related documents Passport Specialists are required to attach to a passport application as supporting evidence. If the agency changes this policy, it will notify the union and bargain if appropriate.
- 6) The Agency will clarify 7 FAM 1350 to make clear that Passport Specialists are not required to make photocopies of custody or other court orders related to minors on productive time. If the agency changes this policy, it will notify the union and bargain if appropriate.
- 7) The Agency will provide a list of the legal age for marriage in all U.S. States and Territories and update it regularly.
- 8) The Agency affirms that all research related to the acceptability of a DS-5525 form is done on non-productive time. If the agency changes this policy, it will notify the union and bargain if appropriate.
- 9) Both parties affirm that there is a mutual understanding that the Union may provide, through PMO/PC, examples of where any section of 7 FAM 1300 conflicts with another section of 7 FAM 1300. The agency will, within a reasonable amount of time provide the union clarity, explanation, or commit to make corrections, as appropriate. The agency will also convey the information to management.
- 10) If there are further changes that impact the working conditions of BUEs to 7 FAM 1350 prior to the next publication of this section, the agency will bargain those changes if appropriate.
- 11) Until and unless Passport Services formalizes policies relating to the translation of foreign language documents by Passport Services staff, Passport Specialists with the appropriate level of competence in a foreign language relevant to a particular passport application or passport applicant may continue to voluntarily provide assistance in that foreign language. Passport

specialists are encouraged to submit such accomplishments to their supervisors for consideration in their performance evaluations.

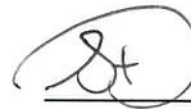
Specialists will be allowed non-productive time to provide assistance in a foreign language for cases being processed by other employees. Specialists that plan to seek this non-productive time must obtain approval from their supervisor prior to providing assistance. Specialists that have competency in foreign languages that do not choose to volunteer will not be negatively impacted by that choice. This provision does not apply to BUE positions that have language designations.

- 12) The Union withdraws FLRA case number 0-NG-3270 (7 FAM 1350) upon execution of this agreement by the parties.

For the Union

  
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6/11/15

For Management

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